



UNITED STATES PATENT AND TRADEMARK OFFICE

Chief Financial Officer and Chief Administrative Officer

July 1, 2004

SUBJECT: SIGN LANGUAGE INTERPRETER REQUEST FOR PROPOSALS (RFP)

RFP NO.: DOC52PAPT0401019

Notice to Prospective Offerors:

The United States Patent and Trademark Office (USPTO) is pleased to release the subject solicitation. This requirement will provide the USPTO with high quality sign language interpreting services.

The USPTO invites offerors to submit proposals in accordance with the requirements as set forth in the solicitation. Prospective offerors are cautioned to closely review the solicitation and complete all "offeror fill-ins" as they appear throughout the solicitation document. Also, prospective offerors are urged to carefully read Section L, Instructions, Conditions and Notices to Offerors. Failure to complete and submit all required submissions may result in your offer being determined non-responsive. Proposals will be evaluated in accordance with Section M, entitled "Evaluation Factors for Award".

Your complete proposal, signed by an official authorized to bind the offeror, shall be submitted not later than 2:00 p.m., local time, on Monday, August 2, 2004. Federal Acquisition Regulation (FAR) clause 52.212-1(f) sets forth strict guidance regarding late submissions of proposals, modifications, and withdrawals of proposals.

Depending on the mode of delivery, your proposal should be addressed as provided for in clause L.4.

Telegraphic or faxed offers are not authorized under this RFP and will not be accepted.

If an award is made to your firm as a result of this solicitation the contract will be subject to the Contract Clauses contained in the solicitation and all other clauses required by law and the Federal Acquisition Regulations as of the date of award.

No pre-proposal conference is planned for this acquisition.

All communication/questions concerning this RFP must be submitted in accordance with Section L.2, "Inquiries and Questions Concerning Request for Proposals". No information concerning this solicitation or requests for clarification will be provided in response to telephone calls from offerors.

It is the responsibility of each prospective offeror to check the project web-site <http://www.uspto.gov/web/offices/ac/comp/proc/currproj.htm> on a daily basis for solicitation amendments, questions and answers, and other pertinent information concerning the procurement. An offeror's failure to check the web-site on a daily basis will not be a justifiable excuse for requesting an extension in the proposal due date.